



Parking Control Checker

Job Code: 0079

Originated: 03/05

Salary Grade: 0902

FLSA: Non-Exempt

Revised: 08/06

EEO Code: 25

Supervisory: No

HR Ordinance Status: Classified

CLASS SUMMARY

Patrols the City's downtown business district and other areas as assigned, in the enforcement of parking regulations.

DISTINGUISHING CHARACTERISTICS

This is a stand alone job classification and is not supervisory.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Patrols the downtown area in a motorized cart or on foot to insure motorists adhere to city parking regulations.
- Writes citations for parking violations; marks vehicles tires and places tickets on windshields.
- Operates a motorized cart.
- Calculates parking time periods.
- Keeps track of ticket books and related numbers.
- Operates two-way radio and responds to requests.
- Deals effectively and courteously with a demanding and diverse public.
- Answers questions and explains laws and ordinances and provides general information to the public.
- Produces detailed written reports.
- Appears in Scottsdale Municipal Court and orally testifies by articulating facts surrounding the violations.
- Prepares declaration forms in the event of trial by declaration.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Principles and practices of safe motor vehicle operation and maintenance.

Traffic laws, ordinances and rules involved in motor vehicle operation.

Microsoft Windows Office products.

Ability to:

Learn and follow route through downtown area.

Learn and enforce department rules, regulations and procedures.

Learn and use statutes and ordinance relating to area assigned.

Learn and enforce written traffic laws and ordinances.

Keep records, prepare citations and write detailed and accurate reports using clearly organized thoughts and proper sentence structure.

Articulate facts by verbal and written testimony in court.

Comprehend and follow both oral and written instructions.

Make mathematical calculations to calculate time periods.

Listen, communicate and work effectively with a diverse group of people.

Establish and maintain effective working relationships with City staff and the general public.

Complete required OSHA/Safety Training as required.

Education and Experience:

A high school diploma or GED equivalent.

Licensing and Other Requirements:

Must possess and maintain a valid Arizona driver's license with no major driving citations within the past 39 months.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

SUPERVISION RECEIVED AND EXERCISED

- Works under moderate direction of the Contract Administrator in the Police Department and within standard operating procedures.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Use continuous and repetitive arm or hand and eye movements on a continuous basis with the strength to hold, bend and repeatedly use a ten-pound chalk stick while operating a motorized cart while maintaining constant vigilance to the surrounding area.
- Walking/moving continuous periods of time, bending, reaching, stooping, standing and climbing elevations; access paved or gravel areas.
- Sit for extended periods of time.
- Learn and use radio codes and communicate via police radio.
- Regular exposure to dirt, dust, pollen, exhaust fumes, inclement weather, temperature extremes, traffic hazards and unpleasant odors.

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- Some work is performed in a normal City office environment including operating a computer and telephone.
- Travel to/from various City locations.
- Work evenings and weekends.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.